

CIA INTERNAL USE ONLY

PDS 63-2238

24 MAY 1963

Bldg + Cr 3

MEMORANDUM FOR : Deputy Director (Support)

SUBJECT : Proposed Construction of  
Recreation Facility

1. This memorandum contains a recommendation submitted for your approval. Such recommendation is contained in paragraph 4.

2. At the present time there is located in room 1J37 insurance, exit processing, pre-exit interviewing, outplacement, and recreation functions. As a result, the room is highly congested and the location in one room of these varied programs is not only undesirable, but is becoming the subject of increasing difficulties and criticism. For this reason, we have made a continuing effort to relocate some of these functions and to correct the congestion. Recently, the Chief, Logistics Services Division suggested that some relief could be obtained by removing the recreation facility from room 1J37 and transferring it to a new area which could be constructed with only simple and relatively inexpensive construction. Pursuing this suggestion further, we obtained an architectural drawing of the proposal, a copy of which is attached. In addition, and at the request of the Chief, Logistics Services Division, a representative of this office met with the Fine Arts Commission and discussed the proposed plan. On 14 May 1963, the Commission informed us of their concurrence with the plan, subject to further consultation with the Commission on the type and color of drapes that would be used and on any plan to paint corridor posts. In addition, we have discussed this proposal with the Deputy Director of Security who approves the facility from a security stand point.

3. Our desire to relieve the congestion in room 1J37 coincided with our development of the concept of an employee association. You will recall that an integral part of this association is a ticket service. We have always been aware that the employee association and an active ticket service would add even more to the congestion and confusion in room 1J37 and that this activity would have to be relocated. Installing the recreation activity at the entrance to the northeast cafeteria would solve this problem as well as add to the convenience of employees who wish to deal or consult with our recreation officers.

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4. It is recommended, therefore, that approval be granted for the installation of a recreation facility at the entrance to the North Cafeteria.

Emmett D. Echols  
Director of Personnel

The recommendation in paragraph 4 is approved:

12/ 27 MAY 1963

L. K. White  
Deputy Director (Support)

Distribution:

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(2) - DD/S Chrono. Subject  
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OP/BSD/[ ] bhd (23 May 1963)

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UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	INITIALS	DATE		
1	<i>Mr. Floyd</i>		<i>hal/p</i>		
2	<i>Mr. White</i>		<i>lhw/p</i>		
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	

Remarks:

1: Recommend Telecon check with Executive Director for policy re space conversion.  
2: Recommend your signature

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

*JHP*

27 May 1963

Colonel White:

The cost estimate for the construction proposed in the attached memorandum is:

Furniture	\$1870
Draperies	730
Partitions	300
Telephones, Power, etc.	<u>100</u>
Total	\$3000

The Office of Personnel will furnish funds for the furniture from FY 64 money because it will require a procurement action and the deadline for procurement from FY 63 funds passed about two weeks ago. Personnel is working on a plan which would eliminate the requirement for draperies. The partitions, telephones and power requirements would be funded by Logistics as with any other requirement for office space.

*RHW*  
RHW

Attachment:

Memo dtd 24 May 63 to DD/S  
fr D/Pers, subj: "Proposed  
Construction of Recreation  
Facility" w/att.

*I believe I can make  
arrangements to get all  
of the above from FY 63 funds  
JHP*

concur

*HSC Jr.*

*29 May 63*

**ADMINISTRATIVE - INTERNAL USE ONLY**